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GAVIN NEWSOM
GOVERNOR

December 15, 2020

PIN 20-28-CCLD

(Supersedes PIN 20-15-CCLD)

TO: CERTIFIED ADMINISTRATORS (PROSPECTIVE AND CURRENT)
ADMINISTRATOR CERTIFICATION PROGRAM TRAINING VENDORS

Original signed by Ley Arquisola

FROM: LEY ARQUISOLA, R.N., M.S.N.
Acting Deputy Director
Community Care Licensing Division

SUBJECT: **UPDATED STATEWIDE WAIVERS FOR ADMINISTRATOR
CERTIFICATION PROGRAM DUE TO CORONAVIRUS DISEASE 2019
(COVID-19)**

Provider Information Notice (PIN)
Summary

PIN 20-28-CCLD supersedes [PIN 20-15-CCLD](#) in its entirety and provides updated guidance to Residential Care Facilities for the Elderly, Adult Residential Facilities, Group Homes, and Short-Term Residential Therapeutic Program administrators and administrator certification program training vendors regarding the implementation of statewide waivers, including updated or additional waivers for certain licensing statutes and regulations.

As the situation surrounding the Coronavirus Disease 2019 (COVID-19) continues, this PIN provides updated statewide waivers for the Administrator Certification Program, without the need for providers to make individual requests, subject to the waiver terms and conditions and requirements set forth in this PIN.

Certified and Prospective Administrators and Administrator Certification Program Training Vendors should follow all applicable California Department of Social Services (CDSS) [PINs](#), as well as guidance or instructions from the [Centers for Disease Control and Prevention \(CDC\)](#), the [California Department of Public Health \(CDPH\)](#), local [health departments](#), and [health care providers](#).

In the event the most current guidance or instructions from CDC, CDPH, CDSS, or the local health department are contradictory, administrators and vendors are encouraged to contact the CDSS Administrator Certification Section (ACS) for assistance.

STATEWIDE WAIVERS OF LICENSING STANDARDS

[PIN 20-04-CCLD](#) notified all community care licensed providers that Governor Newsom issued a March 4, 2020 Proclamation of a State of Emergency (“Proclamation”) in response to a rising number of cases of COVID-19 in California. The Proclamation permits CDSS to waive any provisions of the Health and Safety Code (HSC) or Welfare and Institutions Code (WIC), accompanying regulations, interim licensing standards, or other written policies or procedures with respect to the use, licensing, or approval of facilities or homes within the Department’s jurisdiction.

Pursuant to the Governor’s Proclamation, the Department is waiving certain licensing requirements without the need to obtain prior approval from CDSS to implement the waivers. Use of the following waivers is subject to the Waiver Terms and Conditions and requirements set forth in this PIN.

Waivers Applicable to Department-Approved Administrator Certification Program Training Vendors

Current Department-approved vendors may live-stream Department-approved courses that are otherwise required to be held in-person. This includes Initial Certification Training Program (ICTP) and Continuing Education Training Program (CETP) course offerings. For purposes of this waiver, “live-stream” means material that participants can actively engage in and/or watch in real-time on the internet, including, but not limited to, Skype, Go-to-Webinar, Zoom, Microsoft Teams, Cisco Webex, Collaborate, and Snagit.

The following criteria must be met in order to use this waiver. Not following the requirements below may result in: (1) rescission of the vendor’s individual waiver to live-stream courses; (2) the vendor-issued course Certificate of Completion not being accepted; or (3) a negative impact to certified administrators (e.g. the course cannot be used towards their required training requirements).

1. Compliance with all applicable laws and regulations not waived in this PIN.
2. A vendor must upload to the ACS automation platform or email ACS a quarterly schedule of ICTP and CETP course offerings every quarter and indicate the method of delivery for each course. Notify ACS of any changes to this

schedule. A vendor must email ACS if it intends to offer ICTP or CETP courses via a live-streaming method as soon as known or no later than 24 hours before the course begins.

3. A vendor must upload to the ACS automation platform or email ACS the Roster of Participants (form LIC 9142A or other document which includes the same information) and note on this document if the course was conducted via a live-streaming method. This document must be sent to ACS within seven (7) days of completing the course.
4. Live-stream courses must be conducted using the Department-approved course curriculum, outline, and instructor, and meet all required training hours as initially approved. In addition, a vendor must ensure the following:
 - Efforts are made to simulate a classroom experience that is free from distractions.
 - Real-time participant engagement is monitored by the instructor or other individual/method for the duration course.
 - The approved instructor(s) is visible to course participants during the period of course instruction.
5. All live-stream options must be available for ACS monitoring. A vendor must email ACS the live-stream access or registration codes for each course as soon as such codes are known or at least 24 hours before the course begins.

The waivers discussed in this section apply to the obligations of an Administrator Certification Program Training Vendor and course approval requirements pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84090, 84091, 84091.1, 85090, 85091, 85091.1, 87785, 87788, and 87789; and Short-Term Residential Therapeutic Program Interim Licensing Standards sections 87090, 87091, and 87091.1.

Waivers Applicable to Initial Administrator Certification

Prospective Certified Administrators

Those seeking to obtain an Administrator Certificate for the first time may take a Department-approved ICTP course from a Department-approved vendor. The Department does not currently have the ability to electronically offer the administrator certification examination. As a result, the Department has suspended the administrator certification examination during the State of Emergency or until the Department can resume the examination. Within 30 days of completing an ICTP course, you may apply for a Conditional Administrator Certificate (see below).

Once the waiver has been terminated or the Department has notified prospective administrators that it has resumed the administrator certification examination, whichever is sooner, you must take and pass the examination in order to receive a standard Administrator Certificate. If you are unable to pass the examination within three attempts, you will be required to retake an ICTP course before further examination attempts can be made.

The waivers discussed in this section apply to the obligations of a Prospective Certified Administrator pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84064.2, 85064.2, and 87406; and Short-Term Residential Therapeutic Program Interim Licensing Standards section 87064.2.

Conditional Administrator Certificate

To apply for a Conditional Administrator Certificate, complete and submit all the following to ACS:

1. [LIC 9214](#) - Initial Application for Administrator Certification.
2. A check or money order in the amount of \$100, payable to the Department of Social Services (please write in "Conditional Certificate" in the memo area).
3. A copy of your Certificate of Completion of an Initial Certification Training Program course.
4. [LIC 508](#) - Criminal Record Statement.
5. [LIC 9163](#) - Live Scan form. The Office of the Attorney General website has a [location search](#) to help individuals locate live scan fingerprinting services during the COVID-19 emergency.

After passing the examination, an applicant will NOT be required to submit another initial application; however, all background requirements will need to be met at the time of certification. This includes a current criminal record clearance or exemption in order to receive a standard Administrator Certificate.

Waivers Applicable to Certified Administrators

For individuals seeking administrator recertification, the Department is waiving the requirement for administrators to take at least 20 hours of continuing education hours in person. While the waiver is in effect administrators may meet the 40 hours of continuing education requirement through the completion of Department-approved online courses and/or Department-approved live trainings, including those that are being offered via live-stream. Administrators can opt to complete all 40 hours of continuing education training online. All other recertification requirements will be enforced, which includes, but is not limited to, the following:

1. All CETP courses must be Department-approved courses provided by a Department-approved vendor. A list of Department-[approved vendors and courses](#) can be found on the CDSS website; and
2. No more than 10 hours of Department-approved continuing education courses may be taken daily.

The waivers discussed in this section apply to the obligations of a Certified Administrator pursuant to Health and Safety Code sections 1522.41, 1562.3, and 1569.616; Title 22, California Code of Regulations, Division 6, sections 84064.3, 85064.3, and 87407; and Short-Term Residential Therapeutic Program Interim Licensing Standards section 87064.3.

Terms and Conditions for all Waivers

The waivers described in this PIN shall be used only on an as-needed basis, in a reasonable manner, and in accordance with any guidance or instructions from CDSS, CDC, CDPH, local health departments, and health care providers.

Certified Administrators and Administrator Certification Program Training Vendors shall continue to comply with standards that have not been waived in this PIN. Any approved and pending waiver requests for any of the waiver provisions above shall continue to be in force but shall be replaced by this PIN, as specified. Certified Administrators and Administrator Certification Program Training Vendors may continue to request individual waivers for standards not included in the statewide waivers in this PIN in accordance with [PIN 20-04-CCLD](#).

Requirements for Ongoing Compliance with Waiver: Rescission or Modification

Continued use of the statewide waivers is based on compliance with the requirements set forth in this PIN and the following terms and conditions:

1. Vendors, certified administrators, or applicants for an administrator certificate shall immediately notify CDSS in writing, at the relevant ACS email address noted at the end of this PIN, when implementing a waiver as set forth in this PIN. This notice requirement applies even if a vendor, certified administrator, or applicant previously notified CDSS of their use of a waiver pursuant to PIN 20-04-CRP, 20-09-CCLD, or 20-15-CCLD.
2. A vendor's revised policies that are impacted by the waiver shall be developed in compliance with the waiver.
3. The vendor, certified administrator, or applicant for an administrator certificate shall comply with directives of state and local health departments.

4. A vendor shall accommodate the use of video conferencing, teleconferencing, or other technology to support oversight that is conducted remotely.
5. A vendor, certified administrator, or applicant for an administrator certificate shall not restrict CDSS and essential government authorities from entering or conducting investigations at a facility or vendor training site.

CDSS may rescind or modify the authorization for use of a waiver based upon new federal, state, or local directives or guidance, or if it determines a vendor, certified administrator, or applicant for an administrator certificate does not meet the terms and conditions of this statewide waiver, or an individual waiver, as applicable.

Effective Dates of Statewide Waivers

The statewide waivers in this PIN shall expire upon the termination of the Proclamation of the State of Emergency, unless otherwise specified by CDSS. Once the waivers expire or are rescinded by CDSS, all statutory and regulatory requirements shall be reinstated.

Additional Resources

- [California Coronavirus \(COVID-19\) Response](#)
- [California Department of Public Health](#)
- [California Department of Social Services](#)
- [Centers for Disease Control and Prevention](#)
- [Local County Health Departments](#)

If you have questions regarding this PIN, please contact the CDSS Administrator Certification Section using the information below:

- For Vendor information, please contact ACSVendorInfo@dss.ca.gov
- For Administrator information, please contact AdminCertInfo@dss.ca.gov